

**FORT BRAGG, NC
NONAPPROPRIATED FUND
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 22-2004

DUTY SCHEDULE: REGULAR FULL TIME

ORGANIZATION: CASBC, CYS, FERNANDEZ CHILD DEVELOPMENT CENTER

POSITION TITLE, SERIES, AND GRADE: ADMINISTRATIVE ASSISTANT (CYS), NF-0303-02

SALARY RANGE: \$7.27PH

AREA OF CONSIDERATION: WORLDWIDE

OPENING DATE: 18 FEB 2004

CLOSING DATE: 25 FEB 2004

MAJOR DUTIES: Receives children, youth, parents, and other visitors in a courteous manner. Answers telephones taking messages or personally provides desired information. Utilizes an electronic cash register system and calculator to compute and record individual transactions for customers and to enter data into predefined categories for regulatory signed statistical reports and tracking of income data as it pertains to the CYS program as required. Inputs data into CYMS as required. Provides administrative support and uses office automation equipment and word processing software. Refers to agency regulations and other typical office reference materials to ensure proper format. Maintains records, files, statistical data, and suspense system. Initiates Civilian Personnel actions and helps track background clearance checks. Assists in maintaining leave records, and time and attendance records. Prepares invoices, supply and equipment requests. Understands and articulates policies relating to patron fees, waiting lists and program events. Coordinates vacancies and reservations for the hourly care program as required. Works cooperatively with Resource and Referral to track program vacancies and occupancy rates as required. Ensures risk management procedures are followed. Orders office supplies. Ensures risk management procedures are followed. Orders office supplies. Performs other duties as assigned.

QUALIFICATIONS REQUIREMENTS: Skill in operating a manual or electric typewriter and current automation system and software (Microsoft Windows, Word, Power Point, Excel) are required. Must be able to type 40wpm. Knowledge of grammar, spelling, capitalization and punctuation and composition techniques needed to accurately type a variety of material from written sources of voice recordings. Knowledge of formats forms, typing policies and common terminology of the program for which the work is to be performed. Possess the ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS: All required background checks of AR 215-3 and Child and Youth National Agency Check with Inquiries (CNACI). A health assessment is required. Successful completion of training requirements and demonstrated on the job competency is required. Travel to on and off post locations required.

HOW TO APPLY: Interested applicants must submit a DA Form 3433 / Resume no later than 4:00 p.m. on the *CLOSING DATE* to NAF Human Resources Center, Building 2-1515, Jackson Street, Fort Bragg, North Carolina 28310-5000. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays. Questions should be directed to (910) 396-8933.

EMPLOYMENT PREFERENCES: (1) Military Spouses: Spouse Employment Preference (SEP) will be given to eligible spouses of active duty military members, to include National Guard, Reserves, and Coast Guard on active duty. To be eligible for SEP, applicant must submit a signed statement requesting spouse preference and a copy of sponsor's PCS orders with the application for a position. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSAs where required, etc.) is considered a declination of employment and is basis for termination of SEP entitlements for the current PCS of the sponsor.. (2) Involuntary Separated Military Members (ISM): Preference will be given to eligible members of the Armed Forces, and their family members, who were involuntarily separated under other than adverse conditions. To be eligible for ISM, applicants must submit a copy of DD Form 214, or DD Form 1173 for family members, or a copy of official letters that indicate eligibility from the Department of the Army. (3) Current or Former Nonappropriated Fund Employees. (4) Outside Applicants, Veterans. (5) Outside Applicants, Non-veterans.

BACKGROUND CHECKS: Installation Records Checks (IRC) are required for all positions. All background checks are a condition of employment for all employees.

REASONABLE ACCOMMODATION: Fort Bragg NAF provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF Human Resources Center. Requests for reasonable accommodations are made on a case-by-case basis.

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WHISTLEBLOWER PROTECTION: Applicants for employment are protected for reprisal in making protected disclosures.

CONDITIONS OF EMPLOYMENT: All eligible qualified applicants will receive consideration regardless of race, color, religion, sex, age, marital status, handicap, national origin, or political affiliation. DA NAFIs are equal opportunity employers. The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF Human Resources Center. Requests for reasonable accommodations are made on a case by case basis.

In accordance with Army Regulation 215-3, applicants must present their social security card to the NAF Human Resources Center before they can be appointed. Failure to provide this information will result in denial of employment.

All candidates are required to enroll in Direct Deposit or Electronic Fund Transfer

ALL PRIOR MILITARY APPLICANTS MUST SUBMIT A COPY OF DD FORM 214, MEMBER 4